



Fiscal Year End Rollover

2006 – 2007

Infinite Visions[®] Enterprise Edition

Windsor Management Group

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Introduction

This section provides a list of changes to the rollover process this year and an overview of the fiscal year end rollover procedures.

New This Year

The following changes have been made to the fiscal year end rollover procedures for the 2006-2007 rollover:

General Ledger

- Added a new check box to Fiscal Year Rollover Settings asking if the system should remove any positions (or supplementals) for employees who are terminated.
- As part of the General Ledger rollover, the system does not carry forward any pending employee leave plan requests, profile changes, leave approvals, or vendor update requests (iVisions). Make sure to complete pending requests in the old year before GL rollover.

Export Fund Balances

- There is a new pre-posting report for the fund balance export.
- New Actions menu options to enable you to filter the grid to make your fund selections or to use an account mask.
- The system will first update all the account types before exporting fund balances to the new year.



Payroll

- Any Additional FTE in Position Control will be set to zero in the new year file when rolling over Payroll.
- Any one-time pays are dropped and not rolled into the new year.

Overview of the Rollover Process

The fiscal year end rollover process consists of the following procedures.

Procedure	Run Frequency	Dependencies	Description
General Ledger Rollover	Run once	Must be run first.	Creates a copy of the current fiscal and state databases, clears various tables, and creates a new connection group.
Accounts Receivable Rollover	Run once	Can be run any time after General Ledger Rollover	Clears various Accounts Receivable tables in the new year, then copies records into those tables from the current year.
Export Accounts Receivable Invoices	Run many	Can be run any time after the AR rollover	Select the recurring invoices you want to export to the new year.
Warehouse Rollover	Run once	Can be run any time after General Ledger Rollover	Exports current stock level information into the new fiscal year.
Export Open Purchase Orders	Run once	Can be run any time after General Ledger Rollover	Optional utility that enables you to export selected purchase orders to the new year.
Payroll Rollover	Run once	Can be run any time after GL Rollover. Normally you would perform this task after the last payroll in the old year.	Clears various payroll tables in the new year, then copies records into those tables from the current year.
Update Years of Experience	Run many	Can be run any time after Payroll rollover	This utility enables you to quickly update the years of experience fields in employee records.
Export Fund Balances	Run many	Can be run any time after General Ledger Rollover	This is an optional procedure that enables you to export selected fund balances to the new fiscal year.
Export Leave Balances	Run many	Can be run any time after Payroll Rollover	Transfers leave balances from the old fiscal year to the new fiscal year.



Process Fiscal Year Rollover Screen

Use this screen to process fiscal year rollover. The screen is in the form of a checklist you can follow to guide you through the process. Once the step is completed, a check mark displays next to the step in the screen.

The screenshot shows the 'Process Fiscal Year Rollover' screen within the 'Infinite Visions Enterprise Edition - Accounting' application. The window title is 'Infinite Visions Enterprise Edition - Accounting - [Process Fiscal Year Rollover]'. The menu bar includes 'File', 'Edit', 'Actions', 'Records', 'Window', and 'Help'. The toolbar contains various icons for file operations, editing, and navigation. The main content area is titled 'Fiscal Year Rollover' and contains a table with three columns: 'Step:', 'Date Completed:', and 'Completed By:'. The table lists ten steps, each with a checkbox in the 'Step:' column. A 'Help' button is located at the bottom right of the table.

Step:	Date Completed:	Completed By:
General Ledger Rollover		
Accounts Receivable Rollover		
Export Accounts Receivable Invoices		
Warehouse Rollover		
Export Open Purchase Orders		
Payroll Rollover		
Update Years of Experience		
Export Fund Balances		
Export Leave Balances		

Help

To perform a step, select the option from the Actions menu. The rollover process options are as follows:

- General Ledger Rollover
- Accounts Receivable Rollover
- Export Accounts Receivable Invoices
- Warehouse Rollover
- Export Open Purchase Orders
- Payroll Rollover
- Update Years of Experience
- Export Fund Balances



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General Ledger Rollover

This process creates a copy of the current fiscal database for the new fiscal year, clears tables in the new database, and creates a new connection group. The new database will be identical to the current fiscal database, except certain tables will be cleared of all records.

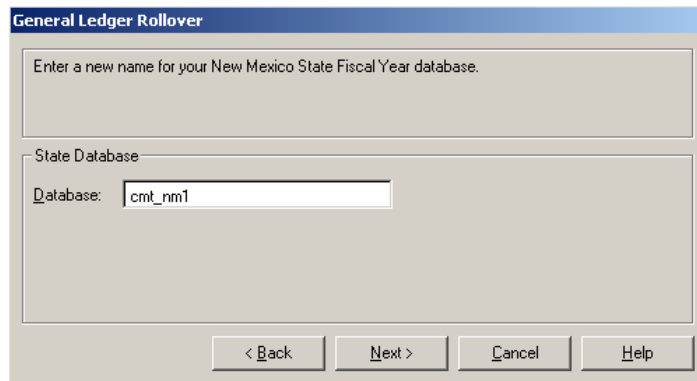
To create the new database:

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu items.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover checklist.



4. In the Actions menu, select the **General Ledger Rollover** option. The system displays the General Ledger Rollover - Connection Group screen.

5. In the **Connection Group** fields, type a name for the new connection group, the fiscal year, a description for the connection group, and a name for the new database. The screen displays the current settings for each of these fields for your reference.
6. Click **Next**. The system displays a screen you can use to name your state database(s).



General Ledger Rollover

Enter a new name for your New Mexico State Fiscal Year database.

State Database

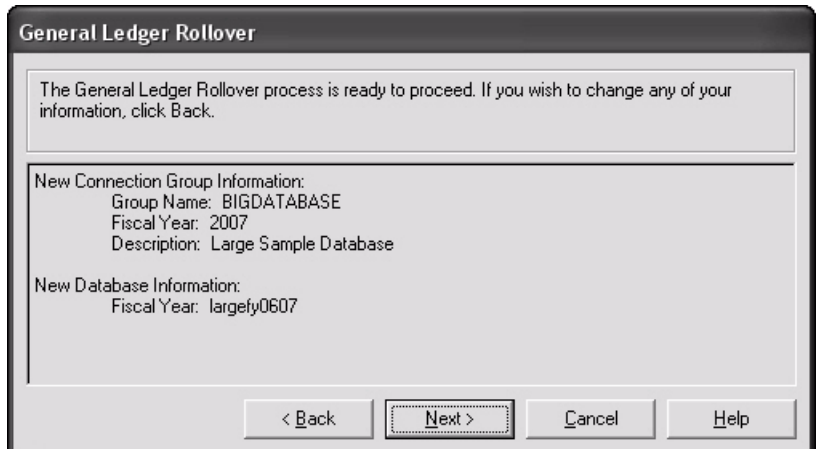
Database:

< Back Next > Cancel Help

If you have just one state database, type the name in the **Database** field and click **Next**.

If you have multiple state databases use the drop-down list to select each **Database Type**, supply a new name for the database and click the right arrow button to move them to the list on the right of the screen.

- Click **Next**. The system displays a confirmation screen showing the information you entered.



General Ledger Rollover

The General Ledger Rollover process is ready to proceed. If you wish to change any of your information, click Back.

New Connection Group Information:
Group Name: BIGDATABASE
Fiscal Year: 2007
Description: Large Sample Database

New Database Information:
Fiscal Year: largely0607

< Back Next > Cancel Help

If you need to change some of the information, click **Back** to return to the previous screen so you can make your changes.

If the information is correct, click **Next** to have the system begin the process of creating the new year database. The system displays the task it is performing and displays a message when it finishes creating the new database.

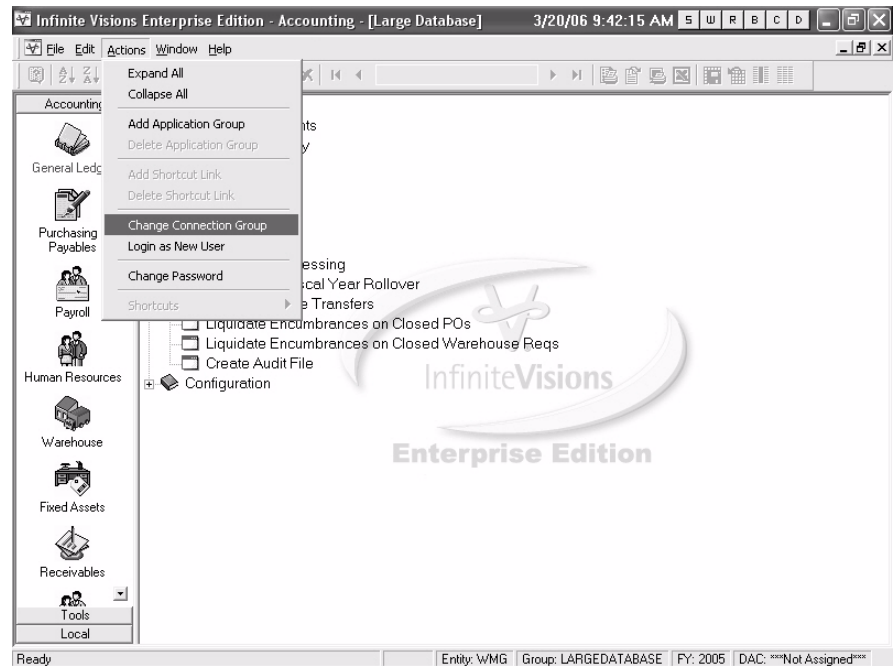
- The system displays a message that it is ready to proceed with the rollover process. Click **Next** to proceed. The system creates the new year database and displays a message when it is complete.
- Click **Finish** to return to the checklist.

Revising GL Default Settings


In the new fiscal year, you need to review and revise some of the settings in General Ledger Default Settings. To access the new database, you first need to change connection groups.

To change connection group:

1. In the main screen, select the **Change Connection Group** option from the Actions menu.



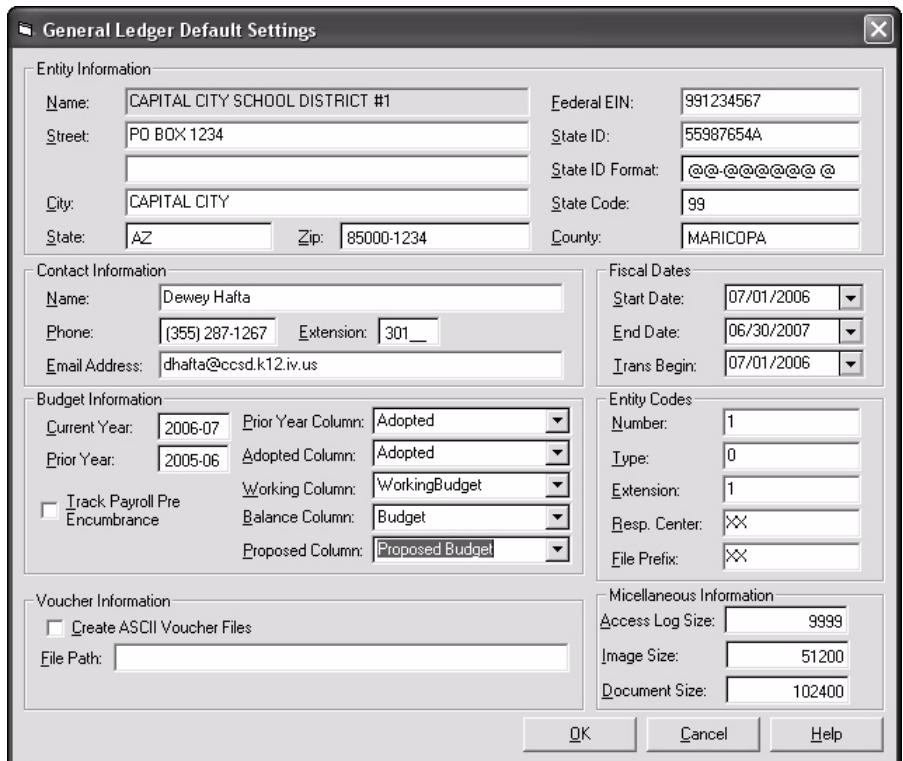
The system displays the Login screen.



2. In the **Name** field, use the drop-down list to select the connection group for the new fiscal year.
3. Click **OK**.

To check the GL settings:

1. In the General Ledger menu, double-click **Configuration** to display the menu items.
2. Double-click **General Ledger Default Settings**. The system displays the General Ledger Default Settings screen.



General Ledger Default Settings

Entity Information

Name: CAPITAL CITY SCHOOL DISTRICT #1 Federal EIN: 991234567
 Street: PO BOX 1234 State ID: 55987654A
 City: CAPITAL CITY State ID Format: @-@-@-@-@-@-@
 State: AZ State Code: 99 Zip: 85000-1234 County: MARICOPA

Contact Information

Name: Dewey Hafta
 Phone: (355) 287-1267 Extension: 301
 Email Address: dhafta@ccsd.k12.iv.us

Fiscal Dates

Start Date: 07/01/2006
 End Date: 06/30/2007
 Trans Begin: 07/01/2006

Budget Information

Current Year: 2006-07 Prior Year Column: Adopted
 Prior Year: 2005-06 Adopted Column: Adopted
☐ Track Payroll Pre Encumbrance Working Column: WorkingBudget
 Balance Column: Budget
 Proposed Column: Proposed Budget

Entity Codes

Number: 1
 Type: 0
 Extension: 1
 Resp. Center: XX
 File Prefix: XX

Voucher Information

☐ Create ASCII Voucher Files
 File Path:

Miscellaneous Information

Access Log Size: 9999
 Image Size: 51200
 Document Size: 102400

OK Cancel Help

3. In the **Fiscal Dates** fields, verify the **Start Date**, **End Date**, and **Transaction Begin** date for the new fiscal year.
4. In the **Budget Information** fields, review the **Current Year** and **Prior Year** fields and change them if necessary.
5. Review the budget columns displayed. The **Balance** and **Proposed** column default to display the same columns as were defined in the last fiscal year. The remainder of the columns will be blank initially. Change the columns as needed.
6. Click **OK** when finished.



Fiscal Year Rollover Settings Screen

If you plan to export fund balances and/or open purchase orders as part of the fiscal year end rollover, use this screen to select the account offsets that the system needs.

If you plan to use either of these two utilities, you will need to set up the Fiscal Year Rollover Settings in the current fiscal year before exporting fund balances and/or purchase orders to the new year.

You also use this screen to determine whether you want the system to remove inactive funding lines for positions during the Payroll rollover.

PO Export Options:

You have the following options if you choose to export purchase orders:

PO Export Scenarios	Settings
Export open POs and maintain the same account coding in the new year. The system creates an encumbrance in the new year for the amount exported. No adjusting entries are made in the old year file.	Fill out only the Fund Balance Offset field in the Fiscal Year Rollover Settings screen. Leave all other settings under Purchase Order Settings blank
Export open POs and debit the PO accounts in the old year. Credit liability codes (defined by mask) in the new year.	Fill out the Fund Balance Offset and the Accounts Payable Offset in the Fiscal Year Rollover Settings screen. Leave all other settings under Purchase Order Settings blank.

PO Export Scenarios	Settings
<p>Export open POs and cross-walk old year accounts into new year accounts with new fund codes. The system creates an encumbrance in the new year for the amount exported. No adjusting entries are made in the old year file. This option also includes the option to create a budget journal entry in the new year file for the cross-walked accounts. The budget journal entry will be a debit to the account code on the PO. If you wish, you can also provide a Budget Entry Offset to create an offset to the budget posting. The budget column must have the Use Journal option checked in the Budget Column setup.</p>	<p>Select the Use Fund Crosswalk option to enable the fund crosswalk. If you want a budget adjustment entry in the new year, then select the Create Budget Adjustments and select the Budget Column. If appropriate, also select an offsetting mask in the Budget Entry Offset field.</p> <p>Crosswalk all funds in the Purchase Order Rollover Fund Crosswalk screen before you export any POs.</p>
<p>Export open POs and create budget adjustments without using the fund crosswalk.</p>	<p>Select the Create Budget Adjustments and select the Budget Column. If appropriate, also select an offsetting mask in the Budget Entry Offset field.</p>



To set fiscal year rollover settings:

The screenshot shows the 'Fiscal Year Rollover Settings' window. It contains three main sections: 'Fund Balance' with a 'Fund Balance Offset' dropdown menu currently showing 'Fund Balance'; 'Purchase Order Settings' which includes an 'Accounts Payable Offset' dropdown menu showing 'Payables', two unchecked checkboxes for 'Use Fund Crosswalk' and 'Create Budget Adjustments', and two empty dropdown menus for 'Budget Column' and 'Budget Entry Offset'; and 'Payroll Settings' with two checkboxes, 'Remove Inactive Position Funding Lines' (which is checked) and 'Remove Positions for Terminated Employees' (which is unchecked). At the bottom of the window are three buttons: 'OK', 'Cancel', and 'Help'.

1. In the **Fund Balance Offset** field, use the drop-down list to select the offset for fund balances.
2. In the **Accounts Payable Offset** field, use the drop-down list to select the offset if you plan to export open purchase orders during the rollover process.
3. If you **want** to crosswalk old year accounts into new year accounts with new fund codes, select the **Use Fund Crosswalk** option.

To activate this option, you must first establish the next year's data file (perform the GL rollover).

4. If you select the **Create Budget Adjustments** option, the system creates a budget journal entry in the new year file.

If you select this option, also use the drop-down list to select the **Budget Column**. The column you select must be a budget column that is defined as maintaining journal entries.

If applicable, you can also select a **Budget Entry Offset**. The offset mask will be applied to the accounts being used in the POs and will create an offset to the budget posting.

If the you have already run the GL rollover step and you need to add a new Account Offset for use in this field, you need to add the offset to both the current and the new FY databases.



5. To have the system remove all inactive funding lines tied to a position during Payroll rollover, select the **Remove Inactive Position Funding Lines** option.
6. To have the system remove positions or supplemental pays for terminated employees in the new year, select the **Remove Positions for Terminated Employees** option.
7. Click **OK**.



Exporting Fund Balances

Using this utility you can bring forward selected fund balances from the old fiscal year to the new one. Typically, you would run this utility after processing in the old fiscal year is complete.

Asset and liability account types are posted with the net offset posted to the FUND BALANCE offset. The offset amount is verified against the net Revenues minus Expenses by fund. The system posts a beginning balance journal entry.

You can perform the export procedure more than once, if necessary. However, if you do export fund balances again, the original entry is not automatically reversed. Use the Reversing Entries procedures in the Journal Entry screen to reverse the original entries.

Before using this utility, be sure to select the **Fund Balance Offset** in the Fiscal Year Rollover Settings screen in General Ledger.

Selecting the Funds to Export

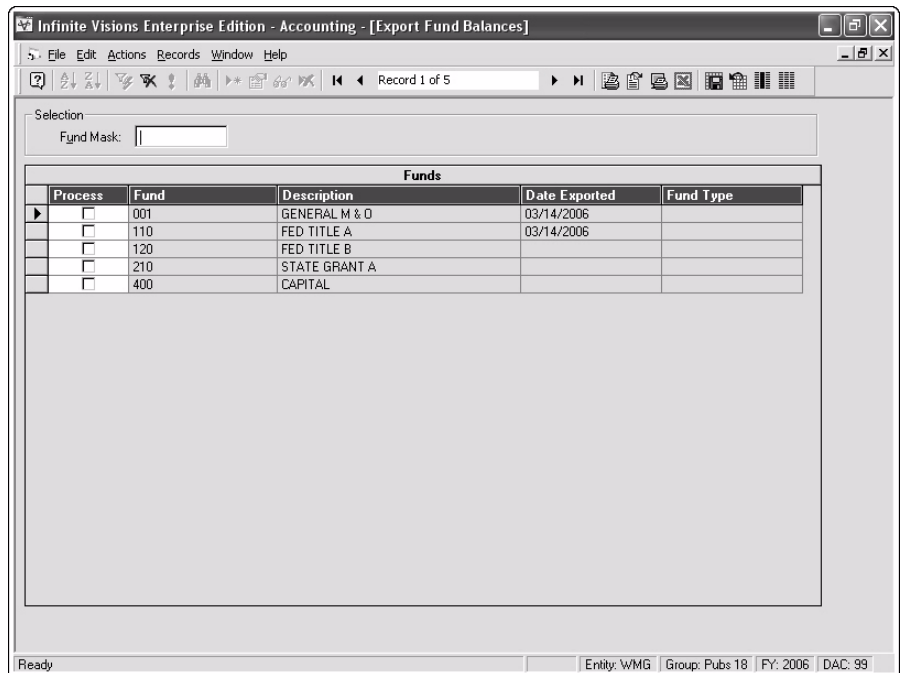
You have a number of different methods for selecting the funds you want to export:

- You can click in the Process fields individually to select the funds.
- You can highlight the funds you want to export and then use the **Check Selected Funds** option to select them.
- You can specify a fund mask in the **Fund Mask** field to filter the funds, and then use the **Check Funds by Mask** option on the Actions menu to select them.

Printing a Pre Posting Report

Before you actually export fund balances, you can print a pre-posting report to review the result of the selected funds before actually posting them. The report will include only accounts that are selected in the grid that have something to print.

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu items.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover checklist.
4. In the Actions menu, select the **Export Fund Balances** option. The system displays the Export Fund Balances screen.



Funds				
Process	Fund	Description	Date Exported	Fund Type
<input type="checkbox"/>	001	GENERAL M & O	03/14/2006	
<input type="checkbox"/>	110	FED TITLE A	03/14/2006	
<input type="checkbox"/>	120	FED TITLE B		
<input type="checkbox"/>	210	STATE GRANT A		
<input type="checkbox"/>	400	CAPITAL		

5. Select the fund(s) to export using any of the methods previously outlined.
6. From the Actions menu, select the **Fund Balance Pre-Post Report** option. The system displays the report in the Report Viewer.

To export fund balances:

1. After reviewing the pre-posting report and taking any necessary action, you can export the funds to the new year.
2. Select the fund(s) to export by clicking to place a check mark in the **Process** field.

You can also click row(s) to highlight the funds, and then use the **Check Selected Funds** option on the Actions menu to place check marks in the Process field.

Yet another method for selecting funds is to type a fund mask in the Fund Mask field, and then use the **Check Funds by Mask** option on the Actions menu to place check marks in the fields.

3. From the Actions menu, select the **Export Fund Balances to New Year** option. The system displays the Fund Balance Export Parameters screen



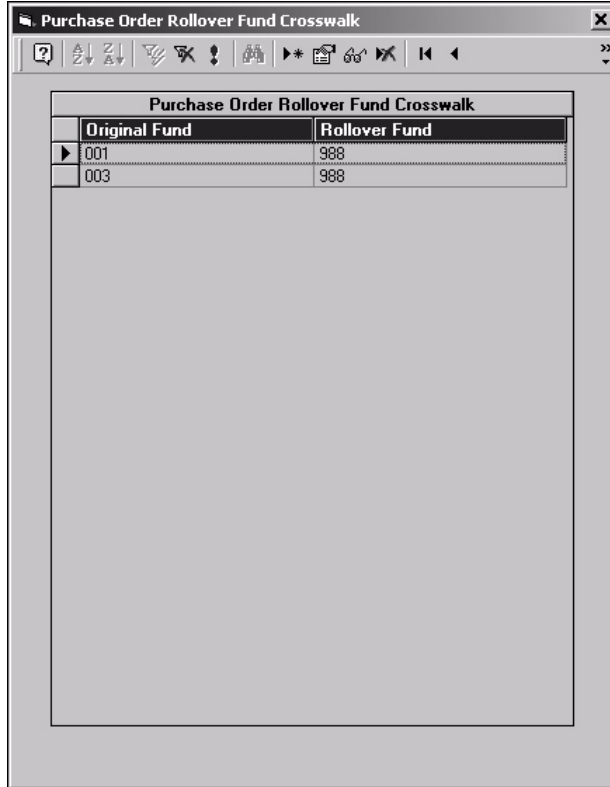
In order for the funds to show up in reports as a beginning balance, make sure that the date you type is prior to the date in the fiscal year start date field in General Ledger Default Settings. For example, if the normal fiscal year start date is July 1st, you should type 6/30/200x in this field.

4. In the **Posting Date** field, type or select the date you want the system to use to post the beginning balance entries.
5. If you want to have the selected funds brought over as a single entry rather than as separate entries for each fund, select the **Create Single Entry** option.
6. Click **OK**. If the funds are in balance, the system will export the selected funds to the new fiscal year and update the **Date Exported** field when the export is performed.

Purchase Order Rollover Fund Crosswalk

If you are planning to roll over open purchase orders using a fund crosswalk, you need to crosswalk all funds before you can export any POs to the new fiscal year.

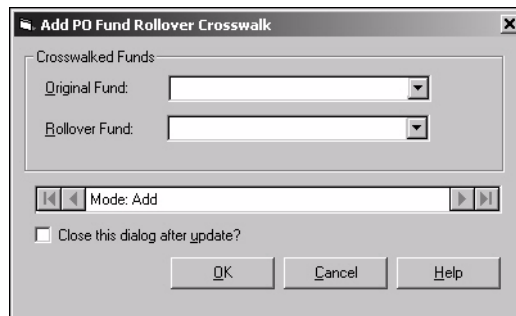
This screen displays all of the funds currently cross-walked.



Original Fund	Rollover Fund
001	988
003	988

Adding a Fund Rollover Crosswalk

Use this screen to add, edit, or view fund crosswalk information. Any number of original funds can be assigned the same or different rollover funds. A fund can also be cross-walked to itself.



Add PO Fund Rollover Crosswalk

Crosswalked Funds

Original Fund:

Rollover Fund:

Mode: Add

☐ Close this dialog after update?

OK Cancel Help



To add a crosswalk:

1. In the **Original Fund** field, use the drop-down list to select the fund you want to crosswalk.
2. In the **Rollover Fund** field, use the drop-down list to select the fund for the new year.

Exporting Open Purchase Orders

There is an optional utility that enables you to export purchase orders to the new year. This procedure exports open purchase orders and will include only line items where the quantity ordered exceeds the quantity paid. The net remaining quantity is what is re-established in the new record.

Before you can export open purchase orders and expense exported POs in the current year and carry them forward as liabilities, you need to specify the **Accounts Payable Offset** in the General Ledger Fiscal Year Rollover Settings screen.

Accounts in the exported purchase orders that are not yet in the new year chart of accounts are added automatically. If there are any purchase orders that contain invalid account numbers, the system displays a message showing the account number and PO number and will halt the export process. In this event, make any needed revisions and then rerun the Export Open Purchase Orders step.

To export open purchase orders:

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu items.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover checklist.
4. In the Actions menu, select the **Export Open Purchase Orders** option. The system displays the Export Open Purchase Orders screen.



Process	PO Number	Vendor	DAC	PO Date	Project
<input type="checkbox"/>	240029	ATHLETIC SUPPLY WAF	Capital City Elementary Sc	06/10/2006	Undesignated
<input type="checkbox"/>	240026	ABC SCHOOL SUPPLY	Capital City Elementary Sc	06/10/2006	Undesignated
<input type="checkbox"/>	240025	ABC SCHOOL SUPPLY	Capital City Elementary Sc	06/10/2006	Undesignated
<input type="checkbox"/>	240024	ABC SCHOOL SUPPLY	Capital City Elementary Sc	06/10/2006	Undesignated
<input type="checkbox"/>	240021	JOES WINDOW CLEANI	Business Services	04/27/2005	Undesignated
<input type="checkbox"/>	240020	BEAR LANDSCAPING	Business Services	04/27/2006	Undesignated
<input type="checkbox"/>	240019	ACE HANDYMAN SERVI	Business Services	04/27/2006	Undesignated
<input type="checkbox"/>	240018	ACE HANDYMAN SERVI	Business Services	04/27/2006	Undesignated
<input type="checkbox"/>	240017	ABC SCHOOL SUPPLY	Capital City Elementary Sc	04/27/2006	Undesignated
<input type="checkbox"/>	240016	ABC SCHOOL SUPPLY	Capital City Elementary Sc	04/27/2006	Undesignated

Scrolling to the right in the grid displays the status of the purchase order, whether it was previously exported, current fiscal year encumbrance amount, and the amount of encumbrance to be created in the new fiscal year. If you wish, you can use the check box to enable you to see all POs, not just those open that have not been exported.

5. Use the Filter Criteria fields to filter the POs displayed, if you wish. Click **Apply Selection**.
6. Click in the **Process** field to select the purchase orders you want to export.
7. From the Actions menu, select the **Export POs to New Year** option. The system displays the PO Rollover Parameters screen.

PO Rollover Parameters

Settings

New PO Date: 04/04/2005

Posting Date: 04/04/2005

Budget Adjustment Date: 04/04/2005

☐ Leave POs Open

OK Cancel Help

8. In the **New PO Date** field, review the date displayed and change it if you wish. This is the purchase order date the system assigns to the exported purchase orders.

9. In the **Posting Date** field, review the date displayed and change it if you wish. This is the date the system uses for posting the POs in the current year.
10. In the **Budget Adjustment Date** field, review the date displayed and change it if you wish. This is the date the system will use for the budget journal entry in the new year.
11. If you want to leave the current year's purchase orders open in the current year after they are exported, select the **Leave POs Open** option.
12. Click **OK**. The system exports the selected purchase orders and displays a message when complete.
13. The system displays the journal entry in the Report Viewer. You can print the journal entry or just close the Report Viewer.





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Accounts Receivable Rollover

The Accounts Receivable rollover clears the various Accounts Receivable tables in the new year, then copies records from those tables in the current year.

You can perform the Accounts Receivable rollover any time after the General Ledger rollover.

To perform Accounts Receivable rollover:

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu items.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover checklist.
4. In the Actions menu, select the **Accounts Receivable Rollover** option. The system displays the Accounts Receivable Rollover screen.



5. Click **Next**. The system performs the rollover, displaying the tables being cleared and copied in the bottom of the screen. The system displays "Done" when it is complete.
6. Click **Finish** to return to the rollover checklist.



Exporting Accounts Receivable Invoices

Using this utility, you can easily export recurring invoices to the new year. The Actions menu options enable you to perform the following tasks:

To export Accounts Receivable invoices:

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu item.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover screen.
4. From the Actions menu, select the **Export Accounts Receivables Invoices** option. The system displays the following screen.

Open/Recurring Invoices						
Process	Invoice Number	Customer	Date	Project	Invoice Type	Total Amount
<input type="checkbox"/>	8	Mr. and Mrs. Warren Peace	02/03/2006	Undesignated	Open	\$65.00
<input type="checkbox"/>	5	Knights of Columbus (Eastville)	07/28/2005	Undesignated	Open	\$375.00
<input type="checkbox"/>	4	Sandy Beach	07/25/2005	Undesignated	Open	\$200.00
<input type="checkbox"/>	2	Absolute Dance Studio	07/05/2005	Undesignated	Open	\$300.00

5. Use the **Filter Criteria** to select the invoices you want to work with and click Apply Selection. The system displays the invoices in the grid:.

Invoice Date

You can limit the invoices displayed to those within a specified date range by typing the first date in the range in the first Invoice Date field and typing the last date in the range in the second. The default is to include all invoice dates.

Project

You can limit the invoices displayed to those of a specific project by selecting the project from the drop-down list. The default is to include all projects.

6. Click in the **Process** field for each invoice you want to export.
7. Select the **Export Invoices to the New Year** option from the Actions menu to export the invoices.





Warehouse Rollover

When the General Ledger rollover occurs, the stock prices and levels for warehouse inventory items in the new fiscal year are set to zero. Once all shipments are completed for the current fiscal year, you need to export current stock level information into the new fiscal year. The Warehouse Rollover process exports these stock levels.

To run the Warehouse rollover:

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu items.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover checklist.
4. In the Actions menu, select the **Warehouse Rollover**. The system displays the Warehouse Rollover screen.



5. In the **Posting Date** field, type or select the date you want the system to use for the posting date. The date you specify is the date the system uses to post the beginning stock levels to the new year. The default is the current system date.
6. Click **OK**. The system displays a message that the levels have been posted in the new year.
7. Click **OK**.





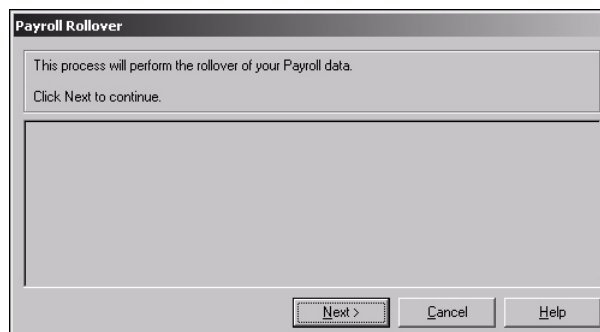
Payroll Rollover

This step involves clearing Payroll and Human Resources tables in the new year database and copying records to them from the current year database.

If you want the system to remove any inactive position funding lines during the Payroll rollover, select that option in the Fiscal Year Rollover Settings screen in General Ledger.

To perform Payroll rollover:

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu items.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover checklist.
4. In the Actions menu, select the **Payroll Rollover** option. The system displays the Payroll Rollover screen.



5. Click **Next** to begin the process. The system rolls over the payroll information and displays a message when complete.
6. Click **Finish**.

Updating Years of Experience

Once you have rolled Payroll, you can use this utility to update the years of experience fields in employee records.

To update years of experience:

1. In the General Ledger menu, expand **Utilities** to display the menu items.
2. Expand **Year End Processing** to display the menu items.
3. Double-click **Process Fiscal Year Rollover**. The system displays the Process Fiscal Year Rollover checklist.
4. In the Actions menu, select the **Update Years of Experience** option. The system displays the Update Years of Experience screen.



The dialog box titled "Update Years Experience" contains a section labeled "Years To Add". Inside this section are three input fields: "This Employer:" with a value of 0, "Other Employers:" with a value of 0, and "In State:" with a value of 0. At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

5. Type the number of years you want to increment the various types of experience (**This Year, Other Employers, In State**) to increment.
6. Click **OK**. The system increments the fields you select by the number of years you select in the new year database.

Exporting Leave Balances

Selecting the Export Leave Balances step on the Process Fiscal Year Rollover screen transfers leave balances from the old fiscal year to the new fiscal year. You can run this utility as often as needed. Each time you run the utility, the system compares the ending balance from the current fiscal year with the beginning balance in the next fiscal year. If there are differences, the system will post a beginning balance entry in the new year to make the leave plans balance.

You can run this utility any time after you complete the Payroll rollover step.

To export the leave balances:

1. Select the **Export Leave Balances** step in the Process Fiscal Year Rollover checklist.
2. The system displays a message asking you to confirm that you want to export leave balances.
3. Click Yes to continue. The system immediately transfers leave balances.



Post-rollover Tasks

After you perform the Payroll rollover, there are some additional tasks you need to perform to prepare the Payroll module for the new fiscal year:

- Update pay cycles and pay periods
- Move projections to the current link on salary schedules
- Set non-work days in work calendars
- Modify work calendar start and end dates
- Revise individual pay periods as need
- Update position start and end dates and start and end periods
- Generate the calendars and positions
- Transfer leave balances as needed
- Reset starting pay period on deductions as needed
- Review deduction calendars
- Review leave accrual calendar

Perform all of these tasks in the new fiscal year database.

Updating Pay Cycles and Pay Periods

One of the tasks you need to perform for setting up Payroll for a new fiscal year is to update all your pay cycle information. You have three possible approaches to accomplishing this task:

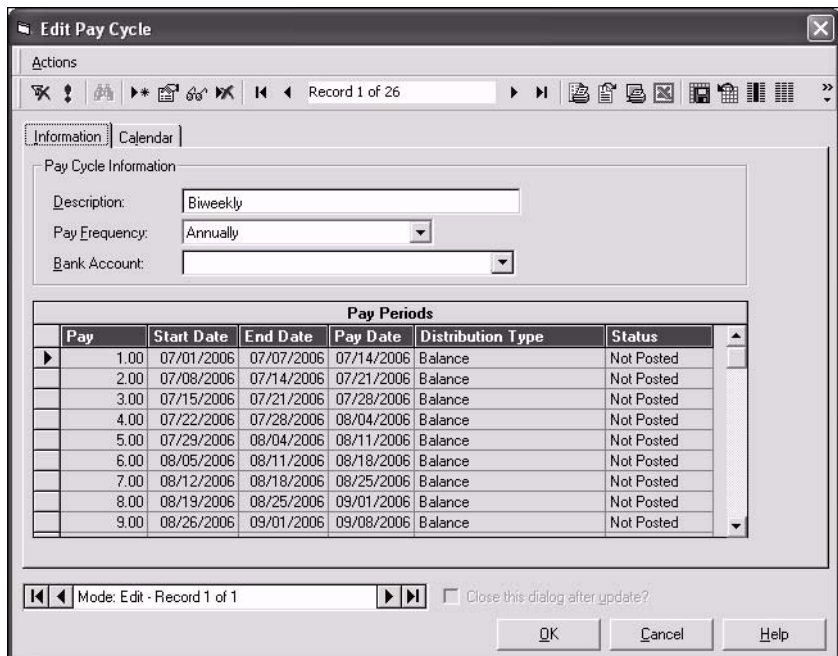
- Manually update the dates for each pay cycle
- Regenerate each pay cycle (if the periods are not being used on any calendars, deduction, or leave plans)
- Use the pay cycle update utility

The system uses the pay date as the default date for check printing in the General Ledger. If necessary, the date can be outside of the fiscal year start and end dates to facilitate writing checks in the new fiscal year against old year funds, and vice versa.

Accounting provides a special utility for updating your pay cycle pay period start date, end date, pay date, and payroll step number. When you use this utility, the system will increment the start dates by 1 year. The first pay date will be the pay date from the first period plus one year. The system will fill in the pay date frequency based on the existing pay periods. The pay day on the weekday will check the pay date for the new first period and determine if it's a weekday. If it is it will be checked. You can easily change any of the information that you want to change.

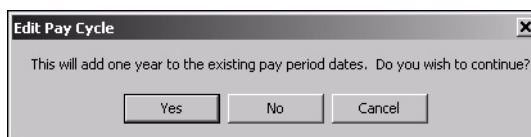
To update pay cycle information:

1. In the Payroll menu, expand **Configuration** to display the menu items.
2. In the Configuration menu, expand **Calendars** to display the menu items.
3. Double-click **Pay Cycles**. The system displays the Pay Cycles grid.
4. Select the pay cycle you want to update and select the Edit command. The system displays the Edit Pay Cycle screen.



Pay	Start Date	End Date	Pay Date	Distribution Type	Status
1.00	07/01/2006	07/07/2006	07/14/2006	Balance	Not Posted
2.00	07/08/2006	07/14/2006	07/21/2006	Balance	Not Posted
3.00	07/15/2006	07/21/2006	07/28/2006	Balance	Not Posted
4.00	07/22/2006	07/28/2006	08/04/2006	Balance	Not Posted
5.00	07/29/2006	08/04/2006	08/11/2006	Balance	Not Posted
6.00	08/05/2006	08/11/2006	08/18/2006	Balance	Not Posted
7.00	08/12/2006	08/18/2006	08/25/2006	Balance	Not Posted
8.00	08/19/2006	08/25/2006	09/01/2006	Balance	Not Posted
9.00	08/26/2006	09/01/2006	09/08/2006	Balance	Not Posted

5. From the Actions menu, select the **Update Pay Periods with Next Year Dates** option. The system displays the following message.



6. Click **Yes** to continue. The system displays the Pay Cycle Dates screen.



Pay Cycle Dates

Pay Cycle Dates

First Period Start Date: 07/01/2007

Number of Periods: 26.00

Pay Date Frequency

☒ Bi-weekly First Pay Date: 07/15/2007

☐ Weekly ☐ Pay day on weekday?

☐ Monthly

☐ Semi Monthly

☐ Monthly on Last of Month

☐ Semi Monthly on 15th and Last of Month

OK Cancel Help

7. Review the screen and make any changes necessary for this pay cycle.
8. Click **OK**. The system increments the dates and re-displays the Edit Pay Cycle screen.
9. Review the dates and change any that need changing.
10. Click **OK** when you are finished working with this pay cycle.
11. Repeat these steps as necessary for all your pay cycles.

Move Projections to the Current Link on Salary Schedules

First create your salary schedule projections. Once you have created projections, you can copy the next year links to the current links for all positions that are tied to the projection for this schedule.

Once you select the option, the system will prompt you whether you want to update attached positions and will then regenerate the journal records.

Since you will probably want to make other changes to work calendars and pay cycles before regenerating, make sure the **Ready to Generate** option in Work Calendars is **not** selected. See page 35 for information.

To copy projection links to current links:

1. In the Payroll or Human Resources menu, expand **Salary Schedules** to display the menu item.
2. Double-click **Salary Schedule Maintenance**. The system displays the Salary Schedule grid.
3. Select the salary schedule you want to work with and then select the Edit command. The system displays the Edit Salary Schedule screen.

4. From the Actions menu, select the **Copy projection links to current links** option.
5. When you click **OK**, the system displays a message asking whether you want to update positions that are tied to the projection for this schedule. If you click **Yes**, the system will update the positions and regenerate journal records (unless you have de-selected the **Ready to Generate** option in Work Calendars).

Updating Work Calendars

When you roll over Payroll for the fiscal year, no journal records will be copied from the old year to the new year. Because you will need to make changes to the pay cycles, work calendars, salary schedules, position funding and so on, the system provides a setting that enables you to work on these different pieces of setting up Payroll without having the system constantly regenerate the journal records with each change you make. This setting is in the Work Calendar screen: the **Ready to Generate** option.

In addition to the Ready to Generate option, there are two additional utilities in Work Calendars that you can use to facilitate updating work calendars (and their associated positions) for the new year:

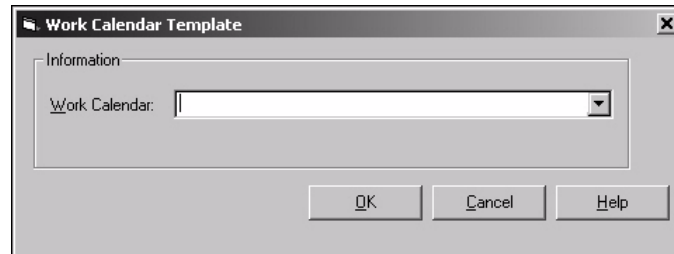
- **Apply Calendar Template** on the Actions menu enables you to change the non-workdays on one calendar, and then have as many calendars as you select use the same non-workdays.
- **Update Positions** on the Actions menu enables you to update the start and end dates and the start and end pay periods for all positions associated with the work calendar.

To quickly update non-workdays on calendars:

1. In the Payroll menu, expand **Configuration** to display the menu items.
2. In the Configuration menu, expand **Calendars** to display the menu items.
3. Double-click **Work Calendars**. The system displays the work calendar grid.
4. Select a calendar you want to edit that can become a “template” for other calendars.
5. Select the Edit command. The system displays the Edit Work Calendars screen.
6. Edit the calendar as needed for the new year. Change the year and dates for holidays and non-workdays.
7. Click **OK** to return to the Work Calendar grid.



8. In the Work Calendar grid, click to select the calendars you want the system to change to match the calendar you just revised.
9. From the Actions menu, select the **Apply Calendar Template** option. The system displays the Work Calendar Template screen.



10. Use the drop-down list to select the calendar you just edited.
11. Click **OK**. The system displays a message asking you to confirm that you want to change the selected calendars.
12. Click **Yes** to continue. The system changes all highlighted calendars to match the calendar you edited as the template. You can then go into each calendar to reset the start and end dates, periods, lump sum, and so on. You can also then toggle the weekend flag to create the weekend non-workdays.

Updating Positions

Use this utility to quickly update the start and end dates and the start and end pay periods for all positions linked to the selected calendars after fiscal year end rollover.

The start and end pay periods will be based on the start and end dates, unless the calendar is a "Balance - Start Period Full calendar.

To update positions from the work calendar:

1. In the **Work Calendars** grid, select a calendar you want to edit.
2. Select the Edit command. The system displays the Edit Work Calendars screen.
3. Edit the calendar as needed for the new year. Change the **Start Date**, **End Date**, **Start** pay period number, and **End** Pay period number.

The **Ready to Generate** option should still be unchecked.

4. Click **OK** to return to the Work Calendar grid.
5. In the Work Calendar grid, click to select the calendars you just revised.

6. From the Actions menu, select the **Update Positions** option. The system displays a message informing you that it will update all linked positions.
7. Click **Yes** to continue. The system updates all positions tied to the calendar.

Generating Calendars and Positions

Under normal circumstances, the system will regenerate the payroll journal each time you change pay cycles, work calendars, positions, or supplemental pay.

To enable you to work with calendar and position information without having the system continually regenerate payroll or supplemental pay records, the system provides a **Ready to Generate** flag in the Work Calendar screen. After year end rollover, this flag is set to off, enabling you to work with all of the different pieces of setting up pay cycles, work calendars, and position funding without having to wait for regeneration. When all of the pieces are in place and you are ready to have the system generate pay and supplemental pay distributions, you can select the **Ready to Generate** option. From that point on the system will resume its normal regeneration processing.

There are two ways to set the **Ready to Generate** flag:

- Individually by work calendar
- For multiple calendars using an Action item

Note: Once you select the Ready to Generate flag and generate positions, this option will be grayed out for this calendar. **You can only perform this action once in the fiscal year for each calendar.**

To set the Ready to Generate flag individually:

1. In the Payroll menu, expand the **Configuration** menu to display the menu items.
2. In the Configuration menu, expand **Calendars** to display the menu items.
3. Double-click **Work Calendars**. The system displays the Work Calendar grid.
4. Double-click the calendar you want to set. The system displays the Edit Work Calendar screen.
5. In the **Ready to Generate** field, click to select the option.
6. Click **OK**.

To set selected calendars Ready to Generate:



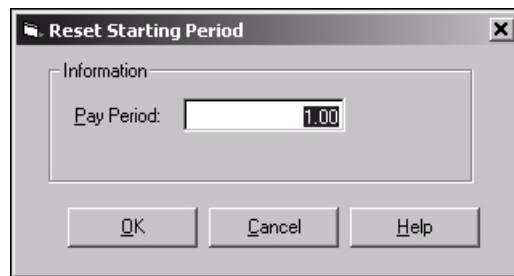
1. In the Payroll menu, expand the **Configuration** menu to display the menu items.
2. In the **Configuration** menu, expand Calendars to display the menu items.
3. Double-click **Work Calendars**. The system displays the Work Calendar grid.
4. In the Work Calendars grid, select the calendars you want to set as Ready to Generate.
5. From the Actions menu, select the **Set Ready to Generate** option. The system displays a message reminding you that it will change all selected calendars to Ready to Generate and will generate all associated positions.
6. Click **Yes** to proceed.

Resetting Deductions

The system provides a utility you can use to reset the start period number on employee deductions. This utility is used primarily after year-end rollover to update the employee deductions.

To reset deductions:

1. In the Payroll or Human Resources menu, expand **Employees** to display the menu items.
2. Double-click **Employee Deductions and Benefits**. The system displays the Employee and Benefits grid.
3. Use the **Filter Criteria** fields to display just the deductions you want to reset in the grid and click Apply Selection.
4. From the Actions menu, select the **Reset Starting Period** option. The system displays the Reset Starting Period screen.



5. In the **Pay Period** field, type the starting pay period.
6. Click **OK**. The system updates the starting pay periods for all deductions/benefits displayed in the grid. When complete, the system displays a message confirming that all deductions have been reset.



Deleting Leave Plan Transactions

If your district tracks leaves that do not accrue (such as jury duty, professional leave, or military leave) you will probably want to return these balances to zero after the payroll rollover.

To delete leave transactions:

1. In the Payroll/Human Resources menu, expand **Employees** to display the menu items.
2. Double-click **Employee Leave Plans**. The system displays the Employee Leave Plans grid.
3. Filter the grid to display just the leave transactions you want to delete. For example, you can use the Filter by Selection option in the Leave Plan column to restrict the display on the grid to just jury duty.
4. With the grid displaying just the transactions you want to delete, select the **Delete All Transactions for the Selected Leave Plan** option from the Actions menu. The system displays a message asking you to confirm that you want to delete the transactions, since this action is not reversible.
5. Click **Yes** to proceed. The system deletes the selected transactions.



Infinite**Visions**

Working with Connections

These techniques are useful for users who may need to make changes to a database, while making the database read-only for everyone else. For example, after fiscal year rollover, the Business Manager may need to continue to have full access to the database, while Clerks should only have read access.

This section describes:

- Setting up a read-only connection
- Editing users to restrict them to Read-Only for selected databases
- Making a database read-only for all users



Adding a Read-Only Connection

1. In the Administration menu, select the entity you want to change and expand it.
2. Click **Connection Groups** to highlight it.
3. Select the Add command. The system displays the Add Connection group screen.

Entity: WMG

Connection Group Information

Name: FY0405RO

Fiscal Year: 2005 ☒ Read-Only

Description: Visions FY0405 Read Only

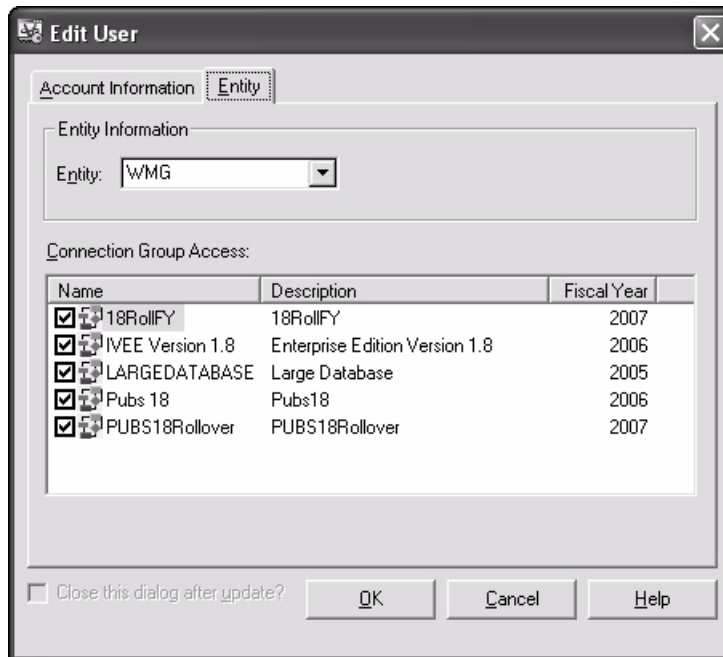
☐ Close this dialog after update?

OK Cancel Help

4. Fill in the input fields for the database you want to make read-only, possibly changing the description to indicate that this is a read-only connection.
5. Select the **Read-Only** option.
6. Click **OK** to save the connection group.

Changing Users' Access to Read-only

1. Click **Users** to display the users in the right pane of the screen.
2. Select the user(s) whose access you want to change to read-only.
3. Select the Edit command. The system displays the Edit User screen.
4. Click the **Entity** tab.



5. Find the database you want to restrict and click the box to remove the check mark.
6. Find the read-only version of the database you just added and make sure there is a check mark next to it.



Making a Database Read Only

This technique is useful if you want to change a fiscal year database to read-only (for example, after fiscal year rollover) to prevent anyone from making changes to it.

To change the database to read-only:

1. In Administration, expand **Entities** to select the entity you want to work with.
2. Click **Connection Groups** to display the entity's connection groups.
3. In the right panel, click to select the fiscal year database you want to change and click to highlight it.
4. Select the Edit command. The system displays the Edit Connection Group screen.
5. Select the **Read-Only** option.
6. Click **OK**.